networkMaryland Advisory Group
Monthly Meeting
November 19, 2002 10:04 am – 2:11 pm
Maryland Department of Agriculture
Annapolis, Maryland

ADVISORY GROUP ATTENDEES:

Margo Burnette (Vice Chair)	Michael McCarty
Richard Aldridge	Karen Millison (Alt. For R.Forsythe)
Walter Bigalow	Susan Ockert
Jeff Blank	Patricia Wallace
Chuck Bristow	David Sumler (Alt. For R.Rose)
Mary Clapsaddle	Paul Thorn
Ron Forsythe	Renee Winsky

DBM STAFF ATTENDEES:

Jodey McGhee
Tia McCoy
Jason Ross

OTHER GOVERNMENT ATTENDEES:

Steve McHenry

Reported By:	Presentation Topics	Comments and Actions	Completion
M.Burnette	**Call To Order** – The Meeting was called to order at 10:04 AM **Welcome and Opening Comments**		
Members	**Approval of October Minutes** – The Members approved the minutes from the October meeting.		
M.Burnette	**Status of Project** – **Activities of Past Month** • Customer Information Packet complete; awaiting legal OK before posting on website • Developing processes and procedures for getting connected • Pricing has been submitted for approval • Submitted documentation to legal counsel for FCC; have not received date when to expect answers • UMCP installation and testing complete • Modified FY04 Capital Budget Request • nwMd & Telecom working together to optimize connectivity within counties • Presentation to FORUM for Rural Maryland **Upcoming Activities** – • Getting Connected Processes to be Finalized • Pricing to be Approved • Eastern Shore connected • Strategic Plan • Prepare for Session • Managed Services RFP	Pricing to be re-evaluated every year. Volunteers needed to review Managed Services proposals.	
C.Bristow	**MDOT / DBM Partnership** – • MDOT has offered to assist DBM in build out of nwMd where fiber will be used • MDOT will submit list of sites they intend to build out • DBM will identify locations that would be beneficial to nwMd		
M.Burnette	**Nonstandard Connection Proposals** – • Baltimore Education PoP – Resubmitted. • SAILOR – Reasons for withdrawing proposal.	SAILOR and MDOT to work together on Phase II.	
R.Forsythe	**Circuit Database** – • UMES contracted to analyze ALL Maryland circuits.		

J.Blank	**Engineering Committee –**
	
	• Engineering Committee to be restructured.
	   – Consist of: 6-10 engineers not part of Advisory Group
	   – Will be headed by Advisory Group Member
		Motion PASS for restructuring.
		
		Move forward on "MDOT List" with existing Engineering Committee.

M.Burnette	**FiberGate Resource Share Proposal Status –**
	
	• LPC review complete
	   – No additional comments or requests
	   – DLS letter to proceed
	• Draft contract under review
	• Target date for BPW – 12/18	

P.Wallace	**Bylaws & Policy Committee –**
	
	• **Two Tasks Given to Committee at October Meeting**
	   • Membership
	   • Decision Process
	Input Received from Eight Advisory Group Members
	• **Membership**
	   • Make provision for annual ratification of the Bylaws
	   • Establish biennial re-certification process
	   • Add conditions for vacancies
	• **Annual Validation of Bylaws (June)**
	   • Provides a formal opportunity for discussion and a focus on all aspects of the document
	   • Allows for organized growth and changes in the document at stated times
	   • Allows the still very new document some time to perform as is.
	• **Re-certification Process**
	   • Allows appointing groups to make decisions on
		Responses Received from Members on Membership
		• Don't fix it. It's not broken. Keep number of reps as is. Number of reps OK now, but suggest periodic review. (6)
		• Need additional representatives (3)
		   o Judicial Branch
		   o Emergency Services/Homeland Security
		   o Raise number to 20 (By LATA, 4 reps each for Education, Government, Libraries & Other)
		Responses Received from Members on Decision Process
		• Don't fix it: It's not broken. Keep $2/3^{rd}$ approval vote. (5)
		• Need some written criteria for weighing decisions and grading potential projects. Statewide goals regarding technology need

	representation at stated times	to be set.
	• **Conditions for Vacancies**	Other comments received in our poll but not directly related to task:
	• Allows that alternate can be seated in cases of job transfer, retirement, etc.	• Advisory Board Chair should be elected as well as a co-chair.
	• Appointing Group can designate a new member	• Establish an Executive Committee.
	• **Decision Process**	• Advisory Board should have a budget and fiduciary responsibility for the network.
	• Covered by statements in existing Bylaws, e.g., Robert's Rules of Order, voting quorums, etc.	
	1. *The Bylaws and Policy Committee will annually review the Charter and all suggestions for changes thereto and present its findings to the Advisory Group at the June meeting each year. With justification, it may also request that the Advisory Group consider changes to the charter at other times.*	
	• Recommended by the Bylaws and Policy Committee on Nov. 12, 2002	
	• ***Approved by the Advisory Group on <u>Nov 19, 2002</u>***	
	2. *The Advisory Group Chair shall send letters requesting membership appointments to the appointing authorities listed in Article III section 4B in January of even numbered years. This process will help ensure the continued experience and vitality of the Advisory Group and will formally remind the appointing authority of their role in Network Maryland. Such a letter shall also be sent in the event an appointed member misses two or more regular meetings. A letter recognizing resigning members will be sent by the Chair and their alternate seated.*	Table #2 until mid-January.
	• Recommended by the Bylaws and Policy Committee on Nov. 12, 2002	
	• ***NOT APPROVED by the Advisory Group on <u>Nov 19, 2002</u>***	
R.Winsky	**<u>Communications Committee</u> –**	THANK YOU to MGH Advertising for there excellent help with the networkMaryland Kickoff.
	• October 30 Kick-off Activities	
	o Articles in the Washington Post, and Potomac Tech Journal.	
	• Frequently Asked Questions	Post Press Release to the Web Site.
	• Next Steps?	
	<u>Other Business</u> –	Jeff to forward ARC meeting info to Margo.
	• Other Business	
	• Comments from Public	
	• Public Meeting Adjourned	
J.Ross	**<u>Network Design Alternatives</u> –**	**<u>CRITERIA for choosing an Alternate is:</u>**

Design Alternative A
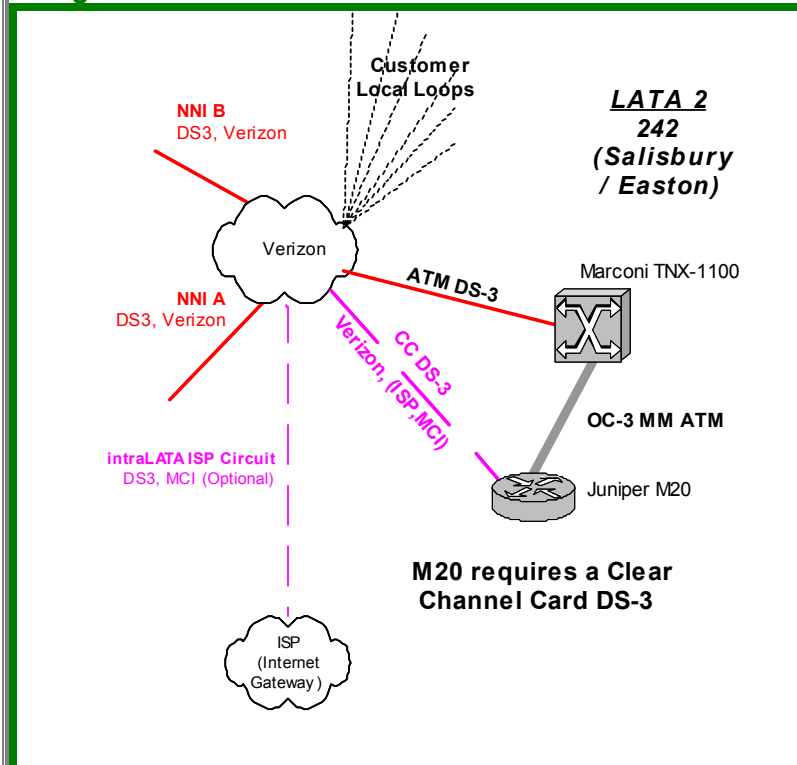
- Growth Capacity
- Local ISP
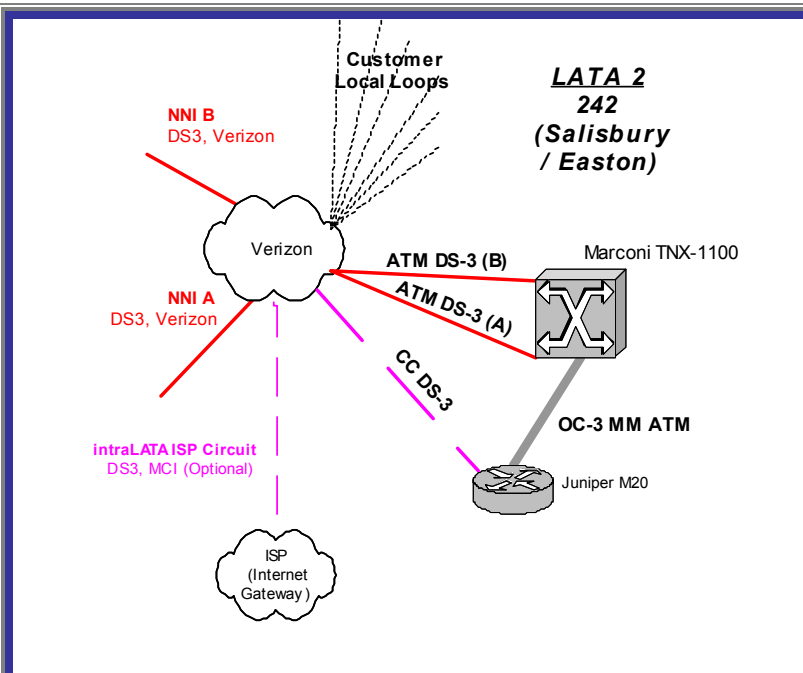- Manage Services
- Diversity
- Redundancy

Design Alternative A – Scenario #1

- Requires the installation of the Marconi TNX-1100 and Juniper M20 router
- Utilize an ATM DS-3 from Verizon for connectivity and an DS-3 from WorldCom for ISP services
- Inter LATA circuits connect directly within the   Verizon cloud, not utilizing the ATM switch (Marconi TNX-1100)

Design Alternative A – Scenario #2

- Requires the installation of the Marconi TNX-1100 and Juniper M20 router
- Utilize an ATM DS-3 from Verizon for connectivity to the two Inter LATA AT&T circuits and local ISP customers via Verizon
- Extend the Internet Domain from the Washington and Baltimore LATA's to provide the ISP services
- Inter LATA circuits connect directly within the Verizon cloud, not utilizing the ATM switch (Marconi TNX-1100)
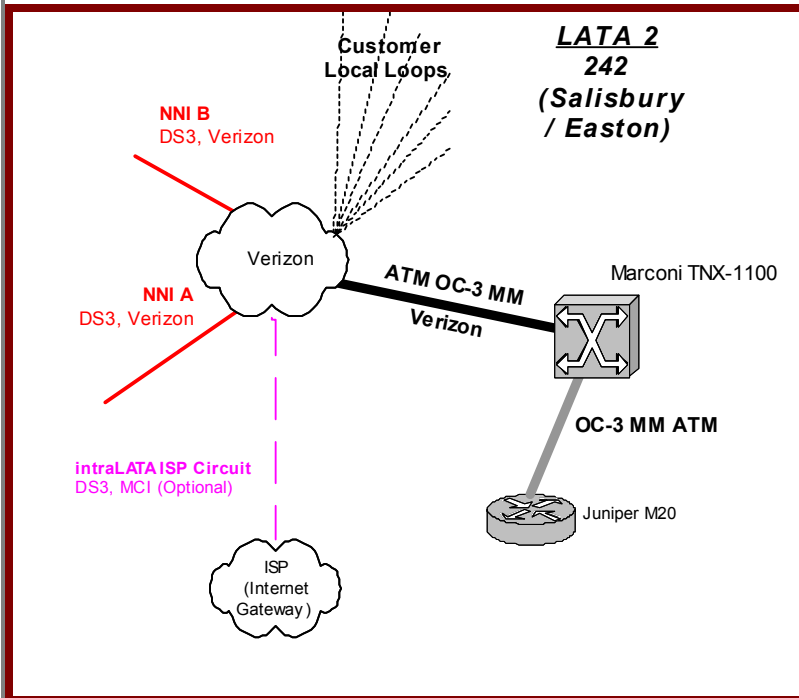
Design Alternative B

Design Alternative B – Scenario #1

- Requires the installation of the Marconi TNX-1100 and Juniper M20 router
- Utilize two ATM DS-3 circuits from Verizon for logical connectivity to the two Inter LATA AT&T circuits and local ISP and TLS customers
- Connect the WorldCom DS-3 to the Juniper M20 router for ISP connectivity
- All Inter LATA circuits will route through the Marconi TNX-1100 to establish PNNI services for route diversity back to the core network

Design Alternative B – Scenario #2

- Requires the installation of the Marconi TNX-1100 and Juniper M20 router
- Utilize two ATM DS-3 circuits from Verizon for logical connectivity to the two Inter LATA AT&T circuits and local ISP and TLS customers
- Extend the Internet Domain from the Washington and Baltimore LATA's to provide the ISP services
- All Inter LATA circuits will route through the Marconi TNX-1100 to establish PNNI services for route diversity back to the core network

Design Alternative C

Design Alternative C

- Requires the installation of the Marconi TNX-1100 and Juniper M20 router
- Utilize an ATM OC-3 circuit from Verizon for logical connectivity to the two Inter LATA AT&T circuits and local ISP and TLS customers
- Extend the Internet Domain from the Washington and Baltimore LATA's to provide the ISP services
- All Inter LATA circuits will routed through the Marconi TNX-1100 to establish PNNI services for route diversity back to the core network

| M.Burnette | **Strategic Plan –**
 Reviewed draft Plan prepared by Niche Networks. Will use information as part of Advisory Group's strategic plan.
 Next Steps
 • Ad-hoc committee to help formulate over next month
 • December meeting will be a closed session in order to work on the Strategic Plan | William Morrow to Chair Strategic Planning Ad Hoc Committee.
 Members:
 • Walter Bigalow
 • Renee Winskey
 • Susan Ockert. | |

		Margo to forward the following to the Members: • 1999 Report to the General Assembly • 2002 Report to the General Assembly • Strategic Plan • SDLC	
	General Comments	.Next Meeting will be in Annapolis (9AM – 1PM)	
	Adjournment- The meeting adjourned at 2:11 PM		

Minutes Recorded by:
Jodey McGhee